

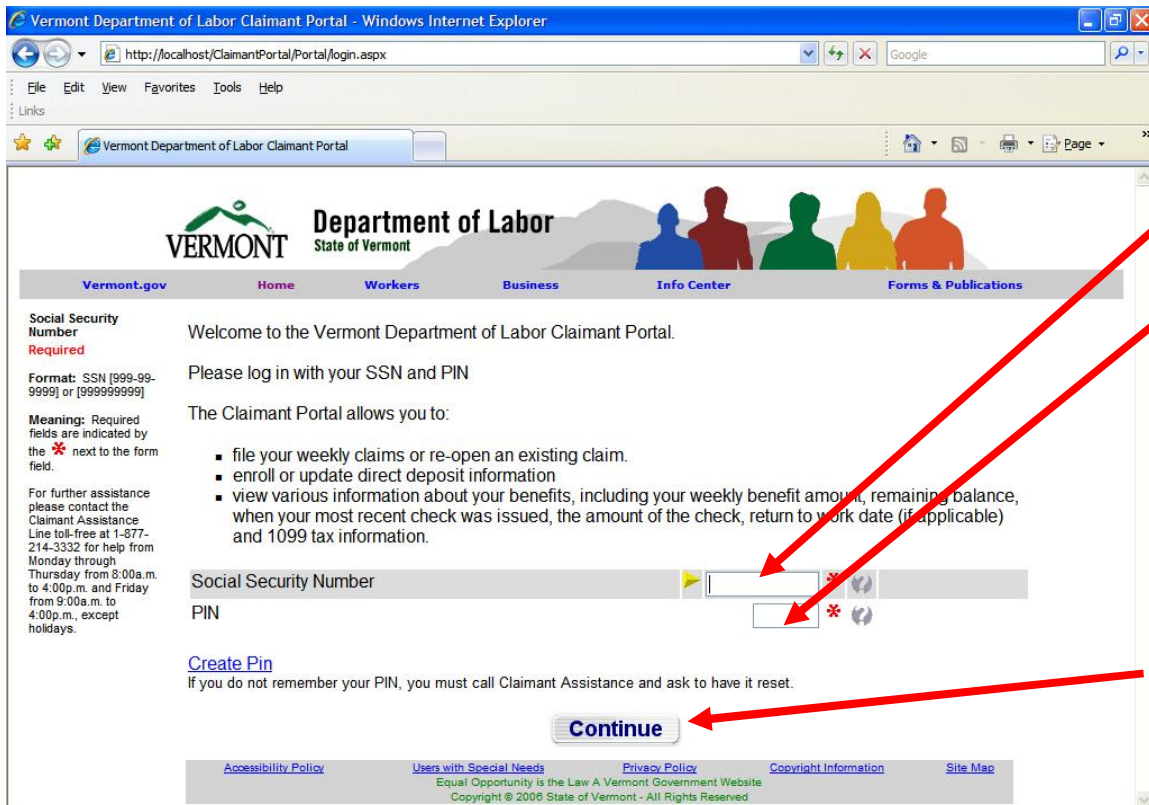
# Guide for Filing a Weekly Claim on the Internet

[www.labor.vermont.gov](http://www.labor.vermont.gov)



VDOL Claimant Applications can be accessed from any Labor page.

Simply click "Claimant Applications" and you're on your way to fast and easy filing.



Enter your Social Security Number and PIN, which is the same PIN used when calling the telephone weekly claims application. Then click "Continue".

No one can access your information as it is secured with your PIN known only to you.

Vermont Department of Labor Claimant Portal - Windows Internet Explorer

http://localhost/ClaimantPortal/Portal/login.aspx

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Links

Vermont Department of Labor Claimant Portal

**VERMONT** Department of Labor  
State of Vermont

Vermont.gov Home Workers Business Info Center Forms & Publications

Welcome to the Vermont Department of Labor claimant application Portal. From here you can access a variety of information concerning your UI account. Other applications available to you are indicated below.

Please note: Once you have filed your weekly claim, it may take up to 2 - 3 business days before you will see it posted on this site.

\* If you have requested VDOL withhold federal and state taxes from your unemployment benefit, the "Amount of Last Payment" indicated below is your benefit entitlement BEFORE taxes were withheld. Effective week ending 02/28/2009, an additional \$25 in federal stimulus money is being added to the "Amount of Last Payment" shown below.

Date and Time:	Your personal information will appear here
Name:	
Weekly Benefit Amount:	
Balance:	
Benefit Year Ending:	
Last Paid Benefit Week:	
Date of Last Payment:	
Amount of Last Payment*:	
Taxes being withheld*:	
Direct Deposit:	
Return to Work Date:	
Required to Look for Work?	
1099 Information:	
Federal Withholding:	
State Withholding:	
State E.I.D No.:	

If the "Benefit Year Ending" date indicated above has already expired, it will be necessary for you to call the Initial Claims Line at 1-877-214-3330 to reactivate your claim.

Please choose one of the functions below. If there are no options indicated or the one you desire is not listed, you must call the Claimant Assistance line at 1-877-214-3332.

[File Your Weekly Claim](#)

[Enroll or Update Direct Deposit](#)

Exit

This page provides information about your claim. On-line applications available to you are indicated at the bottom of the page. You may access them by clicking the link provided.

A weekly claim must be filed within 6 days of the week ending. Once the weekly claim is filed, the link will not appear until the following week.

Vermont Department of Labor Claimant Portal - Windows Internet Explorer

http://localhost/ClaimantPortal/Portal/WeeklyClaim.aspx

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**VERMONT** Department of Labor State of Vermont

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Were you able to work and available for work?  
**Required**

Format: Yes/No Buttons

Meaning: Required fields are indicated by the \* next to the form field.

For further assistance please contact the Claimant Assistance Line toll-free at 1-877-214-3332 for help from Monday through Thursday from 8:00a.m. to 4:00p.m. and Friday from 9:00a.m. to 4:00p.m., except holidays.

Your name, please answer the questions below as they pertain to the week ending xx/xx/xxxx. Please be sure to answer all questions truthfully and accurately to insure proper payment of Unemployment benefits is made.

Remember to answer the following questions truthfully. Giving false information or answering questions for anyone other than yourself constitutes fraud and is punishable by law.

Were you able to work and available for work? ☐ Yes ☐ No \*

Are you filing this claim from within either the United States or Canada? ☐ Yes ☐ No \*

Did you refuse any offer of work or a referral to a job? ☐ Yes ☐ No \*

Were you fired from a job? ☐ Yes ☐ No \*

Did you quit a job? ☐ Yes ☐ No \*

Did you receive a back pay award or settlement? ☐ Yes ☐ No \*

Did you look for work as directed? ☐ Yes ☐ No \*

Did you perform any work or earn any wages? (You must report all work regardless of when you are actually paid for it.) ☐ Yes ☐ No \*

Wages (Enter the TOTAL gross\* amount you have earned for the week, not your hourly rate.)

Hours (Enter the TOTAL number of hours the above gross wages represent)

When reporting the above information for work performed, please keep in mind you must report the TOTAL gross\* wages EARNED and TOTAL number of hours worked for all employment performed beginning Sunday and ending Saturday of the 'week' being claimed. \*Gross is the amount earned before taxes are deducted.

**Submit**

Helpful tips are provided here.

To answer the questions, simply click the "yes" or "no" button. When work is performed, you must report your total gross wages EARNED during the week and the number of hours worked. You need to report these totals regardless of when you will be paid for the work.

When all information has been provided, click the "Submit" button.

Vermont Department of Labor Claimant Portal - Windows Internet Explorer

http://localhost/ClaimantPortal/Portal/WeeklyClaim.aspx

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**VERMONT** Department of Labor State of Vermont

Vermont.gov Home Workers Business Info Center Forms & Publications

Thank you for filing your weekly claim. Please print this page as confirmation of your filing.

Claim Confirmation for  
Week Ending:  
Filed On:  
Wages:  
Hours:

Your personal information will show here

**Continue**

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This page confirms your weekly claim was filed.

Click the "Continue" button to return to Labor website.